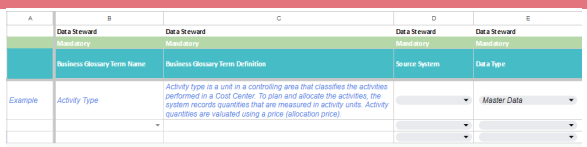
Business Glossary - Relevant Documents

Welcome to the Business Glossary Relevant Documents section!

Here, you will find key resources to support the creation, management, and governance of business terms. This includes the **Business Glossary Process Guide**, the **Business Glossary Template**, the **Training Deck**, and **Email Templates** for communication and approval workflows.

These documents serve as essential references to ensure consistency, accuracy, and effective collaboration across teams.

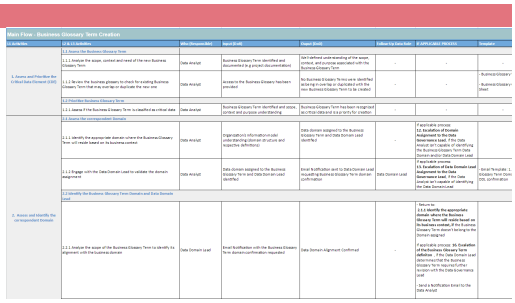
Access them here to streamline your glossary management process.



Business Glossary Template

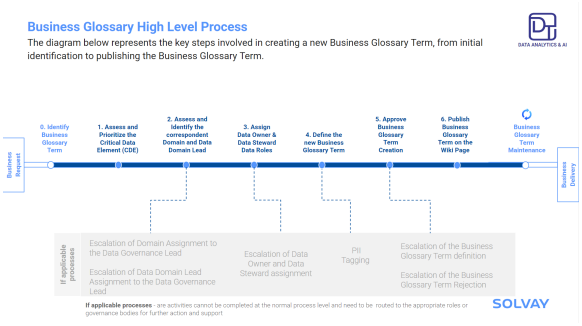
This document provides a structured template to add or update Business Glossary Terms within the Solvay. To update or create a new Business Glossary Term, you need to download this document, fill in the necessary documentation and send it for the Data Governance Lead approval.

If you want to see the training video click here: Business Glossary Template Training Video



Business Glossary Process

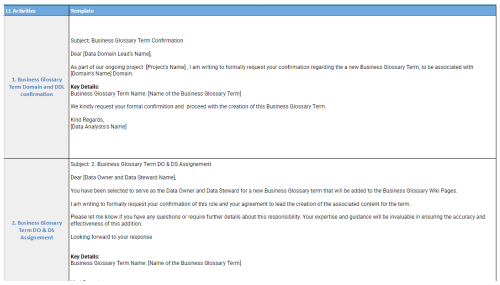
This document outlines the step-by-step process for creating, updating, and maintaining the business glossary. It includes detailed process, roles and activities for ensuring the Business Glossary remains accurate and up to date.



Business Glossary Training Deck

A presentation designed to introduce and explain the purpose, structure, and process of the Business Glossary. It includes visual aids for communicating its importance to different roles.

If you want to see the training video click here: Business Glossary Process



Email Templates

A collection of pre-crafted email templates designed to streamline communication related to the Business Glossary. These templates cover different scenarios, including Business Glossary updates, team notifications or formal approvals.